

# FS Direct



Direct Communication to Foreign Service Employees and Family Members

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## Click Your Way to FLO Resources

### FLO Homepage on the Intranet

<http://hrweb.hr.state.gov/flo/index.html>

### FLO Homepage on the Internet

<http://www.state.gov/m/dghr/flo>

Email FLO – [flo@state.gov](mailto:flo@state.gov)



## EMPLOYMENT

[The Network](#) - the FLO webpage, updated monthly, provides job opportunities and listings in the Washington, DC area.



## INFORMATION & RESOURCES

FLO Publications on the Internet may be found at

<http://www.state.gov/m/dghr/flo/rsracs/pubs/>



## FS FAMILY MEMBERS

**2005 Fall Student Internship Program** applications now being accepted. For application information-

[http://careers.state.gov/student/programs/student\\_internships.html](http://careers.state.gov/student/programs/student_internships.html)

**Job Seekers Network Group** supports the DC area job seeker.

Calendar- <http://www.state.gov/documents/organization/37848.pdf>



## FS DIRECT SUBSCRIPTIONS

To subscribe, please use the following links:

**Internet:** <http://www.state.gov/m/dghr/flo/c9156.htm>

**Intranet:** <http://hrweb.hr.state.gov/FLO/FLOSubscription.html>

**Via AAFSW:** Visit the FLO area of the AAFSW web site at <http://www.aafsw.org> and click on FLO newsletters.

**FS Direct** is also available on the FLO Internet web site at <http://www.state.gov/m/dghr/flo/rsracs/pubs/c5709.htm>

# Take Note -

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## Professional Fellowships for FS Spouses

The **Cox Foundation** is funding a new professional fellowship program for Foreign Service spouses to be administered by the Family Liaison Office. A limited number of fellowships of up to \$2,000 will be granted for enrichment activities, including but not limited to continuing education, distance learning professional development, participation in professional conferences, dues for membership in professional organizations, and small business start-up costs. More information soon coming.



## 2005 National Women's History Month Celebration

March is National Women's History Month. This year's theme, "**Women Change America**," honors the role of American women in transforming culture, history, and politics as leaders, writers, scientists, educators, politicians, artists, historians, and informed citizens. "Women Change America" also recognizes the 85th anniversary of having women in the United States win the right to vote.



## Employment

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### The 2005 Professional Associates (PA) Program

The Department has announced the [2005 Professional Associates Program](#), inviting eligible family members to apply for positions that have been designated hard-to-fill. This year's program announcement was synchronized more closely with that of bidding employees, giving family members an earlier window of opportunity than in previous years. FLO issued a guidance cable, [Preparing Family Member Applicants for the 2005 Professional Associates \(PA\) Program](#). Please give this information the widest distribution possible and encourage family members to submit applications within the prescribed deadline. Additional guidance cables and FAQs will follow as warranted.



# More on Global Employment Strategy

Comments from W. Robert Pearson, Director General-

*"The Family Liaison office and I recently hosted the first Strategic Advisory Board meeting for the Global Employment Strategy. Representatives from private sector multinational corporations, an NGO, and others attended. We explained the advantages of hiring family members at multinational corporations abroad and presented the results of a survey of 116 posts. The top five career fields in the survey were: 1) Business and Finance; 2) Education; 3) Health; 4) Law; 5) Journalism; and 5) Information Technology. The goal is for the board to support our spouses with career options overseas."*

In the near future, FLO's [Global Employment Strategy](#) team will be working closely with [Manpower](#). Manpower (which has generously offered their services to GES) will provide a variety of targeted services for Foreign Service spouses to help them improve their international employment opportunities. Manpower will extend its placement services to spouses in over 60 countries, as well as make available a range of assessment and skills development programs.



## Going Global Adds International Job Listings to Website

### Country Career Guides and Global Key Employer Directory

**NEWS** - **Going Global**, on the [Family Liaison Office Intranet website](#), now features international job listings! Their current collection now includes job listings as a part of the **Global Key Employer Directory**. They have added hundreds of new listings from Global 500 companies such as: Coca-Cola, Procter & Gamble, FedEx, Johnson & Johnson, Hewlett-Packard, General Motors, Chevron-Texaco and General Electric. You can search by city, state or country – in addition to profession or industry.

**Going Global** is the leading provider of country specific career and employment information. The Family Liaison Office is pleased to offer you, the Foreign Service spouse, free access to **Going Global's Country Career Guides** and the **Global Key Employer Directory**. These valuable resources will assist you with your international job search.

#### Important features of both resources include:

- More than 35,000 country-specific career and employment resources.
- Unlimited access available from any computer in the world.
- Created for international job seekers of all nationalities.
- Content can be "bookmarked" and customized with your own comments.

To begin using **Going Global's Country Career Guides** and **Global Key Employer Directory** you must first create your unique username and password by [clicking here](#).

Once you have created your username and password via FLO's Intranet site, you may log-on via the Internet by going to <http://online.goingglobal.com/>.

**NOTICE TO ALL GOING GLOBAL REGISTERED USERS:** If you registered for a UserName/Password for **Going Global** in 2004 you must register again to have continued access to **Going Global's** new platform.

*GOINGGLOBAL.COM IS FEATURED AS ONE OF THE TOP FIVE INTERNATIONAL JOB SITES IN THE RECENT PUBLICATION " THE DIRECTORY OF WEBSITES FOR INTERNATIONAL JOBS" (IMPACT PUBLICATIONS, 2002)*



## Foreign Service Written Exam

With online registration, <https://secure.act.org/app/fswesecure/fswe>, you can start your registration at anytime. If you need to leave your application before you finish, you may leave and come back later to complete your application and submit it. You may **SUBMIT your registration for the April 23, 2005 test date ANYTIME before 5:00 p.m. on March 16, 2005, for foreign testing and on March 23, 2005, for domestic testing.**

If you have any questions or experience difficulty in registering, please call 1 800 205 6358 for assistance.



## AAFSW's Call for Writers

Articles and essays by Foreign Service officers and family members are needed for a sequel to the AAFSW's book **"Realities of Foreign Service Life."** Share your perspective on Foreign Service life, help newcomers and see your work published in a respected book! Topics will be assigned, or the editors welcome your suggestions. Proceeds will benefit AAFSW's programs. Writers will receive a free copy of the book. Contact Marlene Nice at [marnice5@yahoo.com](mailto:marnice5@yahoo.com), or Patricia Linderman at [patricia@aafsw.org](mailto:patricia@aafsw.org).



## Education and Youth

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### FSYF Community Service Award Nominations

It is nomination season for the annual community service awards sponsored by the Foreign Service Youth Foundation. This year there will be two awards conferred: the **Harry N. Jannette FSYF International Community Service Award** and the **Una Chapman Cox FSYF Domestic Community Service Award**. The nomination forms are available on the Family Liaison Office homepage at [www.state.gov/m/dghr/flo](http://www.state.gov/m/dghr/flo). Deadline for applications is **April 16, 2005**. We are looking forward to receiving the many wonderful and inspirational nominations again this year!



### Want to be an FSYF Board Member?

The **Foreign Service Youth Foundation** is looking for interested employees and family members to serve on the board of the foundation. Please consider this exceptional volunteer opportunity if you are returning to Washington. Representation and participation from all agencies is encouraged. For more information, please contact Becky Grappo at 202-647-2314 or [FLOAskEducation@state.gov](mailto:FLOAskEducation@state.gov).



### Your Child's Developmental Stages

The Center for Disease Control is launching a new campaign to increase awareness of the developmental stages of children in hopes of identifying potential problems during an earlier age. Information on appropriate developmental milestones for your child and this project "Learn the Signs. Act Early" can be found at <http://www.cdc.gov/ncbddd/autism/ActEarly/>.



## **In-Service Deaths: Transfer of Responsibilities**

The Under Secretary for Management has approved the transfer of responsibility for administrative assistance and on-going support following the death of any Civil Service or Foreign Service employee to the Office of Casualty Assistance (M/DGHR/OCA) from the Employee Services Center (A/OPR/GMS/ESC). Over the past 35 years ESC has effectively and compassionately assisted hundreds of families, and the Department is deeply grateful for this service. ESC will continue to be the primary check-in and check-out point for all personnel serving overseas and offers a wide range of services to employees.

The transfer of death in service duties to OCA became effective on February 7, 2005. OCA's responsibilities will extend to all direct hire U.S. citizen DOS employees serving abroad and their family members, and to direct hire Department of State employees in the U.S.

OCA continues to provide assistance and support to all active duty U.S. citizen employees serving under Chief of Mission authority overseas and their family members who are victims of terrorist, mass casualty or certain other critical incidents, whether the victims are killed, injured or impaired.

**During office hours, OCA may be contacted at:**

**Office of Casualty Assistance**

Tel: 202-736-4302

E-mail: [OCA@state.gov](mailto:OCA@state.gov)

**After office hours, OCA may be contacted through the State Department  
Operations Center:**

**Operations Center**

202-647-1512



# **Overseas Briefing Center**

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## **Extended OBC Hours**

Are you preparing for your next assignment, or are you in the bidding process? OBC is here to help you find all the information you need about living at post.

OBC is open Monday-Friday, 8:15 am to 5:00 pm. Extended hours for the winter are:

Wednesday, March 23<sup>rd</sup>, to 7:00 pm

Saturday, March 26<sup>th</sup>, from 9:00 am to 1:00 pm

Please take this opportunity for post research. Families are welcome. For extended hours entry without DoS badges, please contact OBC at 703-302-7275 or [FSIOBCInfoCenter@state.gov](mailto:FSIOBCInfoCenter@state.gov) before 3:00 p.m. the day before you would like to come so that you may be entered on to the FSI Visitor List.



## ***Personal Post Insights Now Available Online***

Knowing the ins and outs of life at post can make a big difference in your bidding decision and preparing to go abroad. The OBC's Personal Post Insights offer the opportunity for employees and their family members to share their experiences about topics such as housing, schools, social life, shopping, security concerns, and traveling.

These have been popular post updates. Remember they are subjective opinions and experiences, so read several for an overview. Now enjoy this bidding tool from your desktop!

We also welcome you to share your own perspective on the practicalities of life at your current post or a post you may have been at during the past year. All sources are kept confidential.

Go to [Personal Post Insights](#) to review PPIs on file, or complete one of your own! to review PPIs on file or complete one of your own!



# Signing-up for FSI Courses

- Different courses require different methods of registration.
- Non-Department of State spouses register differently than Department of State spouses.
- When is a spouse not an EFM?
- Who completes which form to send where?

**For answers to these tricky questions, please refer to this handy table:**

	<b>Consular Training<sup>2</sup></b>	<b>Other Functional Training<sup>2</sup> Courses</b>	<b>Language &amp; Area Studies<sup>3</sup></b>	<b>Transition Center (TC) Courses</b>	<b>FasTrac Distance Learning Program</b>
<b>Department of State EFMs<sup>1</sup></b>	<ul style="list-style-type: none"> <li>• Arrange for required pre-test with FLO**</li> <li>• DS-755 completed by FLO</li> <li>• U.S. citizenship required</li> <li>• No charge</li> </ul>	<ul style="list-style-type: none"> <li>• Submit DS-755 form via fax or email to FLO**</li> <li>• EFMs registered on space-available basis</li> <li>• No charge</li> </ul>	<ul style="list-style-type: none"> <li>• The employee must contact his/her Career Development Officer (CDO) to enroll a spouse</li> <li>• EFMs registered on a space-available basis</li> </ul>	<ul style="list-style-type: none"> <li>• For tuition courses, must enroll through CDO</li> <li>• Spouses register for tuition-free courses directly with TC</li> <li>• For Information – (703) 302-7268 or e-mail <a href="mailto:fsitctraining@state.gov">fsitctraining@state.gov</a></li> </ul>	<ul style="list-style-type: none"> <li>• No charge to EFMs on orders and living at post</li> <li>• Spouses of employees assigned domestically are ineligible</li> </ul>
<b>Other Agency EFMs<sup>1 *</sup></b>	<ul style="list-style-type: none"> <li>• Arrange for required pre-test with FLO.</li> <li>• U.S. citizenship required</li> <li>• Requires tuition waiver request from post and approved by FSI</li> </ul>	<ul style="list-style-type: none"> <li>• Must obtain agreement to fund course from employee's agency before EFM can be considered for enrollment</li> <li>• EFMs may not pay FSI directly</li> </ul>	<ul style="list-style-type: none"> <li>• Must obtain agreement to fund course from employee's agency before EFM can be considered for enrollment</li> <li>• Submit an SF-182 to FSI Registrar</li> </ul>	<ul style="list-style-type: none"> <li>• Spouses register directly with Transition Center</li> <li>• For tuition courses, must first submit SF-182 to FSI Registrar</li> <li>• For Information – (703) 302-7268 or e-mail <a href="mailto:fsitctraining@state.gov">fsitctraining@state.gov</a></li> </ul>	FasTrac is a program contracted by the State Dept. FasTrac may be purchased by other Foreign Affairs agencies. Check with your sponsoring agency.

<sup>1</sup> Eligible Family Members (EFMs) are spouses and those dependents on the orders of direct-hire USG employees assigned to an overseas post under Chief of Mission authority.

<sup>2</sup> Functional training courses (tuition-based courses including consular, administrative, computer, and office management, in addition to some Transition Center courses) require EFMs to be on the orders of a direct-hire USG employee assigned to an overseas post under Chief of Mission authority.

<sup>3</sup> Language and area studies courses require EFMs to be on the orders of a direct-hire USG employee assigned to an overseas post under Chief of Mission authority.

\* Please Note: FSI will not accept individual payment for tuition; all tuition must be paid for by a USG agency.

\*\* FLO contact person is Vanja Huth: Tel. (202) 647-1076; Fax- (202) 647-1670; email – [HuthVS2@state.gov](mailto:HuthVS2@state.gov)





# Part-time Job Opportunity in the FSI Transition Center for Summer 2005

The Transition Center at the Foreign Service Institute is seeking applications for the following positions:

**YDD/YSOS Coordinator**  
**YDD/YSOS Teachers (3)**  
**YDD/YSOS Teacher's aides (3)**

## **Background**

Young Diplomats Day (YDD) is a one-day introduction to the world of diplomacy for children of USG employees assigned abroad. Children in grades two through twelve participate in a variety of activities including role-play, arts and crafts, and open discussion in age-appropriate classrooms (elementary, middle and high school).

Youth Security Overseas Seminar (YSOS) is a one-day course for children in grades two through twelve. Children explore safety and security threats they might face in an overseas environment and identify resources to protect themselves. Together, YDD and YSOS are a two-day diplomatic training program for Foreign Service kids.

YDD is offered four times during the summer, and YSOS is offered seven times in the summer and once in February.

**The dates for YDD are June 20, July 11, July 25, August 1**

**The dates for YSOS are June 7, June 21, July 5, July 12, July 19, July 26, August 2**

## **Qualifications**

For the coordinator and teaching positions, a teaching background is required but certification is not. Knowledge of the Foreign Service life is preferred. Applicants for teacher's aide positions should be Foreign Service high school or college students with recent overseas experience.

For complete job descriptions, interested persons should send a current resume to Eileen Kelly Burkart at [BurkartEK@state.gov](mailto:BurkartEK@state.gov). Applicants for the teacher's aide positions should submit a letter of application listing posts where they've lived, school activities, and a statement about their interest in the program.

